

30 December 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : Charles A. Bohrer, M. D.
Director of Medical Services


SUBJECT : Briefing of DCI-Designate --
Mr. Theodore Sorensen

1. The Office of Medical Services is prepared to assist Mr. Sorensen with the management of any personal health concerns he may have through our full-time Agency staff supported by private consultants in the various medical specialities.

2. If desired, this office is prepared to assume total responsibility for his health-care needs on a full-time basis. If Mr. Sorensen prefers, this office will be happy to assist him in finding a private physician in the area and would be happy to assist that physician in any way deemed appropriate and desirable.

3. It has been our custom to provide the Director with a list of physicians in our office who could be available to the Director for any emergency. Such a list is attached.

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Charles A. Bohrer, M. D.

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THEODORE C. SORENSEN
in Washington

Schedule for the Week of 17 January 1977 (Tentative)

Monday, 17 January

10:00 a.m. Confirmation Hearings - Caucus Room, Russell
Senate Office Building (Room 318)

Tuesday, 18 January

9:00 a.m. Morning Meeting at Agency (pending on outcome of hearings)
10:00 a.m. Confirmation Hearings (tentative, if second day needed)
1:30 p.m. NFIB Meeting at Agency
6:00 p.m. Nebraska Society Reception - 1st and Canal Streets, S.W.
(Accepted tentatively for Mr. Sorensen only)
8:00 p.m. Reception honoring Congressmen and New Cabinet (???)

Wednesday, 19 January

11:00 a.m. Vice President's Reception - Pension Building
Mr. & Mrs. S. _____ Mr. S. _____ Mrs. S. _____
12:30 p.m. Lunch, hosted by Alice Mason - Kennedy Center, Chinese Room
Mr. & Mrs. S. _____ Mr. S. _____ Mrs. S. _____
5:00 p.m. Reception, hosted by Hedley Donovan and Hugh Sidey -
Decatur House
Mr. & Mrs. S. _____ Mr. S. _____ Mrs. S. _____
6:30 p.m. Kennedy Center Gala (be seated by 6:30)
Mr. & Mrs. S. _____ Mr. S. _____ Mrs. S. _____
9:30 p.m. Reception following Gala - Kennedy Center, Terrace
Mr. & Mrs. S. _____ Mr. S. _____ Mrs. S. _____

Thursday, 20 January

9:30 a.m. Leave House

10:30 a.m. Arrive at Capitol - Mr. Sorensen goes to President's Room (holding area); Mrs. Sorensen to designated seat

1:00 p.m. Parade (tentative)

1:45 p.m. Lunch, hosted by Chief Justice Warren Burger - East Conference Room, Supreme Court

2:45 p.m. Informal Buffet, Mr. and Mrs. Singer (time approximate)

No time established Chicken and Grits Reception, hosted by Jane and Frank Ikard

Mr. & Mrs. S. _____ Mr. S. _____ Mrs. S. _____

7:30 p.m. Dinner, Governor and Mrs. Averell Harriman - 3038 N Street, N. W. (Informal Buffet)

9:00 p.m. Inaugural Ball - Washington Hilton (entire party)

Friday, 21 January

10:00 a.m. White House Reception (people at whose homes Carters stayed)

Mr. & Mrs. S. _____ Mr. S. _____ Mrs. S. _____

12:00 Governors Reception - White House

Saturday, 22 January

10:00 a.m. Congressional Reception - White House

2:00 p.m. Diplomatic Corps Reception - White House

SUGGESTED SCHEDULE FOR DCI-DESIGNATE THEODORE C. SORENSEN

15 January 1977 from 1000 - 1430 hours

Briefings Related to Confirmation Hearings Scheduled for 17 January 1977

- Knoche's office*
1. Mr. John F. Blake, Deputy Director for Administration (DDA) 1000-1015
2. Production of National Intelligence Estimates (NIE's) and Functions of National Intelligence Officers (NIO's)
- STATINTL -- [REDACTED] Deputy to the DCI for National Intelligence Officers (D/DCI/NIO) 1015-1100
3. CIA Intelligence Production
- Dr. Sayre Stevens, Deputy Director for Intelligence (DDI) 1100-1130
4. Operations Directorate (DDO)
- Mr. William W. Wells, Deputy Director for Operations (DDO) 1130-1230
5. Directorate of Science and Technology (DDS&T)
- Mr. Leslie C. Dirks, Deputy Director for Science and Technology (DDS&T) 1230-1300
6. Panel Discussion on Questions and Answers Related to Confirmation Hearings
- Persons mentioned above plus 1300-1430
- Mr. John McMahon, Associate Deputy to the DCI for the Intelligence Community (AD/DCI/IC)
- Mr. George L. Cary, Legislative Counsel (OLC)
- Mr. Anthony Lapham, General Counsel (OGC)
- Mr. John H. Waller, Inspector General (IG)
- STATINTL -- Mr. [REDACTED] Assistant Comptroller for Resources
- and others

SUGGESTED SCHEDULE FOR DCI-DESIGNATE THEODORE C. SORENSEN

11 January 1977 from 1930 - 2200 hours

Office and Administrative Arrangements of Interest to Mr. Sorensen

-- Mr. John F. Blake, Deputy Director for Administration (DDA) 1930-1945

Electronics Panel

-- Mr. John N. McMahon, Associate Deputy to the DCI for the Intelligence Community (AD/DCI/IC) 1945-2000

STATINTL -- RADM [REDACTED] USN (Ret), Special Assistant to the Deputy to the DCI for the Intelligence Community (SA-D/DCI/IC)

* National Intelligence Production

Process - CIA Intelligence Production;

Functions of National Intelligence Officers (NIOs);

Production of National Intelligence Estimates;

Background and Significance of Current Discussions of NIE 11 3/8 (Soviet Forces for International Conflict) and NIE 11/4 (Soviet Strategic Objectives)

STATINTL -- Mr. [REDACTED] Deputy to the DCI for National Intelligence Officers (D/DCI/NIO) 2000-2100

-- Mr. John N. McMahon (AD/DCI/IC)

STATINTL -- Mr. [REDACTED] Director, Office of Performance, Evaluation & Improvement (D/OPEI)

-- Dr. Sayre Stevens, Deputy Director for Intelligence (DDI)

* Operations Directorate (DDO) - Structure, Functions and Special Issues

STATINTL -- Mr. William W. Wells, Deputy Director for Operations (DDO) 2100-2200

* Briefings marked by asterick will be held during working dinner.

[REDACTED] Assistant to Mr. Knoche, DDCI, will also be present.

DCI DESIGNATE SORENSEN SCHEDULE

4 January 1977

| | |
|---------------|--|
| 9:30 | Knoche will meet |
| 10:30 - 12:00 | Meeting with Mr. Bush |
| 12:00 - 1:00 | Meeting with Mr. Knoche and [REDACTED] STATINTL |
| 1:00 - 2:30 | Lunch with Mr. Knoche & [REDACTED] (Overview of Intelligence Community) |
| 2:30 - 4:00 | Mr. Knoche - Overview of CIA |
| 4:00 - 4:30 | Messrs. Blake and Gambino Administrative, personal security and other matters of interest to DCI Designate Sorensen |

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VACANCIES -- OFFICE OF LEGISLATIVE COUNSEL

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[REDACTED] advises that on 29 December 1976 Director Bush approved an increase in the T/O of OLC from [REDACTED] positions. It was not intended that all of these be filled immediately, but incrementally. They are now informally working against this new proposed Table of Organization, which has not been officially reviewed or placed on the PCR, nor have the grades been evaluated by PMCD. In light of the above, the following vacancies appear to exist:

Immediate Office of the Legislative Counsel

Research Assistant GS-12

Paralegal Specialist GS-13

Liaison Staff

Legislative Officer GS-14**

FOI Clerk GS-09**

Coordination and Review Staff

Assistant Legislative Counsel GS-15**

Assistant Legislative Counsel GS-15**

Assistant Legislative Counsel GS-14/15**

Intelligence Officer GS-14**

Intelligence Officer GS-13**

Legislative Specialist GS-09**

Secretary-Steno GS-08 1/

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1/ At the request of [REDACTED] who is working at the White House, is under consideration for a GS-07 position in OLC. It appears that she would be slotted against the GS-08 secretarial position in the Coordination and Review Staff.

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25X9 As of 1 July 1975, [REDACTED] executives and/or SPS under age 60 were on duty
25X9 in this Agency. From then through the end of December 1976, we lost the
services of about [REDACTED] of the number through voluntary retirements or
resignation below age 60. This represented more than 1,750 man-years of
progressive Agency experience leading in each case to the exercise of senior
executive responsibilities of the officers concerned. Although they were
not expected to retire before age 60, the average age of those who retired
at the GS-16 level was 55; at GS-17, it was 49; at GS-18, it was 52; at the
SPS level, it was 50; and the Executive Pay level averaged 57 years of age.
These retirements before age 60 represent a loss of approximately 467 potential
man-years which would have been provided by these experienced personnel.

The contribution which these officers might have made is impressive.
Twenty-two were senior Operations Officers in the Operations Directorate;
ten were expert in the analysis of economic, strategic forces, political
intelligence, etc; four were involved in the worldwide communications systems;
and 15 were involved in managing support to the Agency's operations. Others
who left included the Director, the Inspector General and members of the
Comptroller's office.

While this loss of executive talent is serious, I believe the pay ceiling
is even more damaging through its intangible effect on the attitudes and
behavior of senior officers in those levels wherein it precludes pay dis-
tinctions. The fundamental nature of our society denies the wisdom of removing
pay incentives from those factors which motivate performance among our most
responsible Federal officials.

In the interest of this Agency and, of course, the entire Federal service,
I commend to you the support of appropriate legislation to provide an early
lifting of this very serious restriction on our ability to attract, stimulate
and keep the very best personnel at executive levels.

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- I. PAY DATA
- II. DECLARATION OF APPOINTEE
- III. FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI)
- IV. UNITED BENEFIT LIFE INSURANCE COMPANY (UBLIC)
- V. FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAMS
- VI. FLIGHT AND ACCIDENT POLICY (FAP)

I. PURPOSE

In general to acquaint you with facilities and services available to you as DCI. There will be particular emphasis on protection to be afforded you once you are sworn to office. Bob Gambino, our Director of Security, will discuss this matter in some detail.

II. PERSONNEL MATTERS

Would like to discuss some personal matters, such as pay, availability of various kinds of insurance, and leave one form and ask you to executive it and return it before you are sworn:

A. Pay Data

On a subsequent visit, we can assist on the various federal and local tax forms.

B. Declaration of Appointment

Must be executed before being sworn to office.

C. Life and Health Insurance

Facts on Programs Available:

1) Life

- a) Federal Employees Group Life Insurance (FEGLI)
- b) Agency "UBLIC" Plan

2) Health

Information on various plans available. Can give you a detailed explanation of different benefits at a later date.

3) Travel Insurance

III. MEDICAL

Suggest we get you and our Chief Doctor together soon after your arrival. We can assume responsibility for your health-care needs or furnish advice on private physicians.

IV. RESIDENCE

Will furnish a direct line to your home from our switchboard and give you secretarial-type of phone-operator service.

Will furnish a home safe.

V. OTHER FACILITIES

A. Executive Dining Room

B. 

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C. Furnished assigned vehicle

D. Glad to help out in any changes in your physical office you would like

VI. SECURITY

Suggest Mr. Gambino now concentrate on various matters pertaining to personal and official security.

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